

64-7334

## THE WHITE HOUSE

WASHINGTON

November 2, 1964

MEMORANDUM FOR HEADS OF  
DEPARTMENTS AND AGENCIES

Under established procedures, a number of 1965 legislative recommendations have already been submitted by departments and agencies to the Executive Office. These are under careful study.

I am asking you, however, as head of your department or agency, to give further personal and intensive consideration to the legislative or other proposals which I should make to the 1st Session of the 89th Congress and to the Nation in my State of the Union address. I would like by November 25 to receive from you suggested draft material relating to your area of responsibility for inclusion in the State of the Union message. This material should come to my Special Assistant, Bill Moyers. Brief descriptions of legislative proposals in support of such material should be made available through the Bureau of the Budget by the same date. Since I plan to transmit my legislative proposals early in the Session, all draft legislation must be available for the usual review and clearance at the earliest possible time.

Through this memorandum I am seeking your aid in perfecting policies and proposals which will help realize in our Nation the vision of the Great Society which I have sought to develop in recent months. I welcome the opportunity to review far-sighted and well-considered proposals to improve the Nation's well-being, just as I seek sound and courageous proposals for the reduction of Government expenditures and the elimination or curtailment of unneeded or less-needed programs. Only through diligent and ceaseless effort to reduce expenditures, increase efficiency and eliminate waste and unnecessary activities can we afford the money and the manpower we need to achieve the great goals to which we are all pledged.

I count on your energetic and wholehearted cooperation.

